

LINCOLN WATER COMMISSIONERS

November 14, 2012

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission Office with Commissioners Frederick Conklin, Joseph DeCotis and Jean Kay present. Commissioner Rene LaPierre was absent and Commissioner Hadley arrived at 5:15 p.m. Also present was Water Superintendent John S. Faile, Nancy Kurowski, Maureen Smith.

The meeting was called to order at 5:12 p.m.

MINUTES

Motion to accept the minutes of the October 10, 2012 regular meeting was approved unanimously. (JK-JD)

MONTHLY REPORT OF THE SUPERINTENDENT

The Commission reviewed the October 2012 Superintendents report. The Board discussed dead ends, the new collections notice page and hurricane preparedness.

Motion to accept the Superintendents report for the month of October was approved unanimously. (GH-JK)

MONTHLY FINANCIAL REPORT

The Board discussed the audit and requests for information in regards to the audit from the Town's finance department with Superintendent Faile and Nancy Kurowski.

Motion to send the October 2012 correspondence to the Town of Lincoln Finance Director with the status of the operating budgets and place the financial report on file for audit was approved unanimously. (JK-GH)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of October 2012 was received and reviewed by the Board and will be placed on file.

CAPITAL ACCOUNTS

The capital planning report for the month of October 2012 was received and reviewed by the Board and will be placed on file.

MONTHLY INVOICES

Motion to approve payment of the October 2012 Accounts Payable in the amount of \$266,572.76 and Direct Payments in the amount of \$339,312.58 passed unanimously. (JK-GH)

ABATEMENTS

Motion to approve the October 2012 abatements in the total amount of \$22,882.12 passed unanimously. (JK-GH)

Senior abatement of Surcharges and Removal of RI State sales tax - \$77.91

Adjustment of Interest Applied in Error – \$1.16

Adjustment per Vote of LWC on October 12, 2012 - \$801.04

Abatement of Billing Errors - \$21,352.18

Abatement of Turn on Fee - \$100.00

Adjustment for Two services in one trench - \$450.00

Abatement of Overpayment - \$99.83

Administrative decision was made to take house numbers off this report and mark as confidential to comply with Federal Trade Commission identity theft prevention program was accepted by the Board

ACCOUNT TRANSACTION REPORT

The September 2012 account transaction report was received and reviewed by the Board and will be placed on file.

CORRESPONDENCE

a.) Town Finance Director – Motion to approve payment of \$8,117 for the required annual contribution to the Town of Lincoln Rhode Island Retirement Plan for calendar year 2012 passed unanimously. (GH-JK)

b.) Request for Water Supply – A.G. Construction, Inc. – Lower River Road

c.) Request for Water Supply – Great Road

d.) Request for Water Upgrade – Reservoir Avenue

e.) Request for Water Supply – Foxwood Builders – Charles Street
Motion to approve the three requests for water service and one request for upgrade, items b thru e on the agenda under Correspondence, passed unanimously. (JK-GH)

OLD BUSINESS

a.) Pump #3 Replacement – Superintendent Faile advised the Board of the status of the #3 pump at the Louisquisset Pike pumping Station for the Providence connection – This pump is a 60 horsepower pump and is the smallest pump in the station. The current quote to refurbish the pump is \$21,500. The pump was rebuilt 10 years ago and was purchased in 1981. This pump runs 12 months yearly.

Superintendent Faile is recommending the purchase of a 100 horsepower pump to replace the 60 horsepower pump at a cost of \$30,000. This would increase efficiency and would be better operationally as the three pumps will be rotated more often. This may cut back the run time on the small pump to 9 months from the current

12 months per year.

Motion to approve the purchase of a 100 horsepower pump to replace the 60 horsepower pump at the Providence pumping station on Louisquisset Pike at a cost of \$30,000 passed unanimously. (GH-JK)

b.) 2012 Projects - The Board reviewed the Superintendents 2012 project status report. Projects include Sherman Avenue service line repairs, the Library extension, Railroad Street cleaning and lining project, Providence Connection pump rebuilds, Martin Street Bridge and Manville Park upgrades.

c.) Cleaning and Relining Projects 2013 - Superintendent Faile advised the board of the proposed cleaning and relining project for 2013. The proposed streets are Smithfield Avenue to Hill Avenue and up Progress Street. The side streets off of Progress Street to be included in the project are Fairmont Avenue, Beauregard Avenue and Wood Road. This is all located in the Saylesville section of town in the Carriage Heights area. Superintendent Faile will continue meeting with the Town of Lincoln and the gas company to coordinate efforts to minimize disruption to town roads. Final selection of roads will be determined at a later date. The extent of the 2013 capital program will be based on available funds.

d.) Outside Fill Station Report - Superintendent Faile reported to the Board that the fill station apparatus has been disconnected for the winter and that it will be set up as a monthly account when it resumes in 2013.

e.) William M. Davies – Master Meter Update – Superintendent Faile advised the Board that the State is close to installing a master meter

and should be completed by fiscal year end June 2013.

f.) Collection Practices – Superintendent Faile advised the Board that he would like to start decreasing the amount of time between billings and collections. He would like to see the process based more on a time value vs. a dollar value. This will become more important as the billing cycle will be shifting to a quarterly billing cycle in 2013 due to state mandates. It will also help with the tracking of formal payment plans. Superintendent Faile also advised the Board that he is looking into a web-based payment system to improve upon current payment policies and procedures. The Superintendent also advised the Board that he is looking to expand the options for credit card payments. Currently credit card payments are only accepted in the office. He would like to expand the service to allow payments on-line. Options include using a bank which would charge a fee of 2 to 3% to the commission, using a third party to take payments with a convenience fee charged to the customer and zero fees to the commission or purchasing a module from our current billing system provider. The cost for purchasing a module would be approximately \$5,000 with an annual maintenance fee of approximately \$1,500. All options are currently being reviewed.

The Superintendent updated the Board on a medical hardship case that is currently in collections. Office policies and procedures will continue to be followed.

g.) Motion to pay Dewcon, Inc. the amount of \$173,740.00, to be paid from the capital account, for work performed on the 2012 cleaning and cement mortar lining project on Railroad Street passed

unanimously. (JD-JK)

NEW BUSINESS

a.) Protected Payment Plan – There were no requests for a protected payment plan.

COMMITTEE REPORTS

There were no committee reports for the November 14, 2012 meeting.

OTHER BUSINESS

a.) Superintendent Faile advised the Board of the upcoming Trust dinner on January 24, 2012.

b.) The time for the December 12, 2012 meeting was changed to 4:00 p.m.

NEWSPAPER ARTICLES

The Board reviewed newspaper articles regarding a drinking water hoax, contaminated water in North Carolina, Water system consolidation and a coordination report regarding Hurricane Sandy.

EXECUTIVE SESSION

The Board did not seek to adjourn into Executive Session.

PUBLIC COMMENT

There was no public comment.

ADJOURN

There being no further business before the board the meeting adjourned at 7:42 p.m.